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DEPARTMENT OF THE AIR FORCE  
1130TH AEROSPACE TECHNICAL DEVELOPMENT  
AND TRAINING GROUP  
Edwards Air Force Base, California 93523

ATTG Reg 67-6

22 October 1969

Supply

PROCEDURES FOR LOADING AND OFF-LOADING  
CARGO FOR DEPLOYMENTS AND FERRIES

This regulation establishes procedures to insure proper staging of cargo required to deploy or ferry aircraft and to provide sufficient personnel for loading and off-loading the cargo aircraft.

1. Policy. This group is required to maintain a posture of constant readiness to deploy selected portions of our assets on short notice and in good order in response to higher level directives. Successful accomplishment of this portion of our mission requires concise pre-deployment planning followed by precise implementation of the plan when executed. Coordination during the planning phase and full cooperation of all assigned individuals during the execution phase are absolutely necessary to success. This directive outlines procedures to be followed during cargo/personnel loading and off-loading operations.

2. Responsibility and Procedures.

a. The Director of Materiel will advise all sections concerned with the information as to phase and special support packages which will be required on a deployment, carrier operation or ferry.

b. Upon notification of a pending deployment, carrier operations and/or ferry movement, all sections will be responsible for packing and delivering to an area designated by Unit Supply, all equipment and supplies required for the operation. These items will be packed and marked IAW 67-9. Sections will deliver to the Unit Supply a listing of all cargo, using the manifest blanks available in Unit Supply. FOR FERRY MOVEMENTS, section chiefs are responsible for identifying, on the manifest form, (1) cargo required to come off at enroute stops to support article, (2) cargo that is to return on same aircraft, (3) and cargo that is to remain at destination.

c. The Unit Supply Section will prepare the final manifest in sufficient copies to satisfy the needs of the airlift crew commanders, plus copies for each of the following:

- (1) Group Commander
- (2) Deployment Commander
- (3) Director of Materiel

Supersedes WRSP-IV Reg 67-6, 1 Nov 67. (For summary of revised, deleted, or added material, see signature page.)

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- (4) Operations Officer
- (5) Each section chief

d. The Unit Supply Section will have overall responsibility for supervising the entire loading operation, providing the forklift operator, and requesting additional loading personnel if required. On aircraft carrier operations, Supply Section will supervise movement of cargo to dockside and coordinate with longshoremen and ship's personnel for on and off-loading of cargo on carrier.

e. Group Operations will obtain the names of at least two contacts on board the aircraft carrier who can coordinate with Unit Supply personnel in obtaining necessary assistance for the movement, storage, tiedown, and protection of cargo on the Navy installation and aboard ship. In the absence of the Navy Liaison Officer, the Director of Materiel will perform this function.

f. All sections with cargo to be loaded will enter the name of the individual on the manifest listing who will be the section loading representative. An individual who may or may not be the section loading representative and who is deploying with the Detachment, will be responsible for prechecking his section's manifest and assisting with the loading. Unit Supply will advise the individuals named of the time and place to report for the loading detail.

g. Classified items will be retained in the operating sections until time for loading or delivered to an area designated by Unit Supply. The designated section loading representative will bring all classified cargo with him when reporting for the loading detail.

h. The Security Section will provide the necessary security for classified equipment from the time the cargo is delivered to the loading area until arrival at destination of the deployment and/or ferry aircraft. A courier will be provided when required.

i. The individuals selected in paragraph "f" above will remain with the off-loading party until all of his section's cargo is off-loaded and longer if requested. He will then insure that his section's cargo is stored in the proper location at the deployment site (or aircraft carrier).

j. The deployment Commander will designate an individual to be responsible for supervising the loading prior to departure from deployment and/or ferry location. The designated individual will make arrangements for a forklift, a forklift operator, and loading personnel. Through the deployment Commander, he will designate individuals from each section who will

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accomplish proper loading of all equipment to be returned from deployment site.

*for R.A. Schamber*  
R.A. SCHAMBER, Colonel, USAF  
Commander

Summary of revised, deleted, or added material

Entire regulation updated. Format updated to conform with AFM 5-1.  
Organizational designation changed.

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